

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 11-178**

OPEN TO: All Interested Candidates **OPENING DATE:** November 1, 2011
TITLE: Development Outreach & Communications Specialist **CLOSING DATE:** November 23, 2011
GRADE: FSN-10 (Rs.1,971,957 p.a. to Rs. 3,650,401 P.A.) **AGENCY:** USAID
LOCATION: KARACHI

BRIEF DESCRIPTION OF DUTIES: The Development Outreach Communication (DOC) Specialist works for the USAID/Pakistan Karachi Field Office, reporting to the Program Officer based at the US Consulate General in Karachi. He/she collaborates closely with senior management working in the provinces of Sindh and Balochistan, Strategic Objective (SO) Teams and technical staff based in Karachi or Islamabad, and implementing partners (IPs) in order to develop and implement the overall Karachi Field Office Communications Strategy. The DOC Specialist collaborates closely with the US Consulate General Public Affairs Office (PAO) to ensure that Consulate personnel are properly apprised of USAID public outreach activities and projects. The USAID/Pakistan, Karachi Field Office manages US Government development programs in Sindh and Balochistan. The Field Office portfolio includes a range of activities addressing basic education, health and agriculture needs in these two provinces. The DOC Specialist supports USAID/Pakistan and the Field Office in the achievement of its objectives by producing and disseminating public information about USAID activities in Pakistan, by educating and promoting a better understanding of USAID programs/projects in Pakistan and in the region. The DOC Specialist is responsible for collecting, investigating, managing, and distributing information associated with the USAID foreign assistance program in Sindh and Balochistan.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a Bachelor degree (fourteen years of education) in journalism, public relations, communications or a related field is required. An advanced degree in a related field is desired.

EXPERIENCE: A minimum of five years of progressively responsible experience in communications, public relations or journalism is required. This experience should provide assurance that the DOC Specialist is skilled in disseminating information to a variety of target audiences. Previous work with an international development organization is highly desirable.

LANGUAGE: Fluent (level 4) English and Urdu both written and oral is required. Familiarity with one or more regional languages such as Sindhi or Pashto is strongly desired.

KNOWLEDGE: The DOC Specialist must be capable of crafting information messages in various media formats (news releases, website stories, talking points/speeches, etc.) targeting a wide variety of audiences. Knowledge of standard principles, methods, and practices of communication and information management are required, in order to design and implement public affairs events and outreach materials. And, the work requires a broad understanding of issues related to international development.

ABILITIES & SKILLS: The position of DOC Specialist requires excellent oral and written communications skills, including news and technical writing, editing, and research skills; strong organizational and project management skills within a multi-cultural work environment; the ability to work independently, taking the initiative once guidance is provided, managing several activities at once, and working under pressure to meet deadlines; strong interpersonal skills; the ability to establish and maintain collegial relations with press and media contacts, as well as counterparts from IPs, the Embassy and the Consulate General; and the exercise of sound judgment in representing the organization; the ability to handle interactions with high-level dignitaries and officials with maturity and confidence; the ability to travel throughout Sindh and Balochistan in order to organize and implement outreach events and visit project sites; and, excellent computer skills, including MS Office, MS Outlook, MS PowerPoint, and Word. A background in, or familiarity with, basic Web design tools, DreamWorks, Acrobat, and other page making software is highly desired.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 11-115) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: November 23, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.